



GOJ PUBLIC PROCUREMENT PAGE

Advisory on Bid Securities - Tender Bonds

Permanent Secretaries, Heads of Departments, Chief Executive Officers and other Heads of Procuring Entities are hereby being advised of the following guidelines relating to the acceptance of Tender Bonds as forms of Bid Securities.

Pursuant to Section A7.6.1 – Bid Security, Volume 2: Procurement of Goods, Services and Works in the Revised Handbook of Public Sector Procurement Procedures (March 2014): “Bid Security may be required for contract values above Fifteen Million Jamaica Dollars (JMD\$15M) as a condition of participation in procurement proceedings.” The Procuring Entity must utilize a range of 0.05% to 2% of the comparative estimate to determine and request a fixed sum for the Bid Security.

A Bid Security is a requirement used to assure compensation to the Government of Jamaica for the time and money lost, if the successful bidder fails to honour the bid and the contractual obligations therein. The procuring entity, in its discharge of the procurement function is fully responsible for ensuring that bidders are made aware of a requirement to provide a bid security.

The acceptable forms of bid security must be issued from a reputable financial institution and are limited to:

- i. an irrevocable letter of credit or
- ii. a Bank guarantee or
- iii. a bid bond issued by a surety which is incorporated and domiciled in Jamaica or
- iv. a bid-securing declaration or
- v. a certified manager’s cheque or
- vi. an insurance certificate.

A Bid Bond is deemed valid and acceptable if it satisfies all of the following criteria:

- i. It is denominated in Jamaica Dollars or the equivalent amount in a freely convertible currency;
- ii. It is issued by a surety incorporated and domiciled in Jamaica or if the institution issuing a bond is located outside of Jamaica, it must have a correspondent financial institution located in Jamaica to make it enforceable.
- iii. It conforms with the bid validity period prescribed in the bidding documents;
- iv. It is issued in the name of the bidder. In the case of a joint venture, it must be issued in the name of all the partners in the joint venture;
- v. It shall be worded in the same language as the Bid Security Form, provided in the Bid Documents;
- vi. It is duly executed by the bidder/contractor. That is, it meets all the necessary legal requirements to render the document as a valid, enforceable legal instrument:
 - It is signed, witnessed and dated by all the relevant parties, as set out in the Standard Bidding Documents;
 - It is stamped by the Stamp Office of Jamaica, in keeping with the Stamp Duty Act, as proof of payment for the relevant Stamp Duty. The Stamp Duty Division within the Tax Administration of Jamaica (TAJ) issues a Vermillion seal on the bond and a validation barcode, which is placed on the reverse of the consideration (first) page.

With respect to the Stamp Duty requirement, it must be noted that the Commissioner General of the Tax Administration of Jamaica (TAJ) in the exercise of his powers under Section 80A of the Stamp Duty Act, may “enter into an agreement with any person for the composition, in accordance with the provisions of this section, of the stamp duty chargeable under this Act on any item specified in this agreement”. Under this agreement, an organization on composition will process in-house the document, putting the Stamp Duty Medallion on the documents of which the Tender Bond is included, as indication of such treatment.

That is, “**The STAMP DUTY PAID**” Medallion shall be printed at the top right hand corner of the first page of the Applicable Documents or as close thereto as the circumstances shall permit. Therefore, in such a case the medallion becomes the evidence as opposed to the Vermillion seal placed on documents for the walk-in taxpayers.

Permanent Secretaries, Heads of Departments, Chief Executive Officers and Heads of Procuring Entities are advised to bring this circular to the attention of all affected personnel.

OFFICE OF THE CABINET REQUEST FOR PROPOSAL

The Office of the Cabinet, Public Sector Transformation and Modernisation (PSTM) requires firms to submit proposal to provide technical assistance for the following:

RFP#2016/E007: Consultancy Service for the Development of Curricula for the Fundamentals of Government of Jamaica Public Procurement Training Programme

The details of the engagement are included in the Request for Proposal document which will be available for download as at Monday, October 10, 2016 on the Government of Jamaica Electronic Procurement website (www.gojep.gov.jm). Registration is a prerequisite for Consultants to participate in the Tender and therefore instructions (relating to registration) are available on the website.

Procurement Method: International Competitive Bidding

Source of Funding: Project is funded by the European Union (EU) under the Project No. GRT/EX-14238-JA. The Inter-American Development Bank (IDB) policy (GN-2350-9) and the Government of Jamaica (GOJ) Handbook of Public Sector Procurement Procedures, 2014 will guide the process.

The closing date for the submission of proposal is Friday, October 28, 2016 at 1:00 p.m. (Jamaica Time). Online Bid Opening takes place thereafter on the same day (on Friday, October 28, 2016) at 1:15 p.m. (Jamaica Time). An online bid opening report will be sent to all Bidders that submitted a proposal.

Late submissions will **not** be accepted.

Further information may be obtained from:

**The Procurement Officer
Office of the Cabinet
Public Sector Transformation and Modernisation, Room 219, (Upstairs)
2a Devon Road
Kingston 6
Jamaica, West Indies**

Tenders for this procurement will be accepted via the electronic Government Procurement Portal (www.gojep.gov.jm) as well as via email at psmd.proc@cabinet.gov.jm. To obtain the Tender documents and to participate in the Tender opportunity, you must first be registered in the portal.

*To register as a Consultant on the e-GP System, Select the link, **Register as a Supplier** from the Home page. System User Manual can also be accessed by selecting the **User Manual** option.*

*For assistance, in registration or to receive training, please contact the support desk at: (876) 932-5220 or select the **Contact us** link from the Home page to send an e-mail.*

OFFICE OF THE CABINET REQUEST FOR QUOTATION

The Office of the Cabinet, Public Sector Transformation and Modernisation (PSTM) invites eligible suppliers to submit bids for the

RFQ#2016/E010: SUPPLY OF COMPUTER HARDWARE FOR THE HOUSES OF PARLIAMENT

The details of the engagement are included in the Request for Quotation document which will be available for download as at **Monday, October 10, 2016** on the Government of Jamaica Electronic Procurement website (www.gojep.gov.jm). Registration is a prerequisite for Consultants to participate in the Tender and therefore instructions (relating to registration) are available on the website.

Procurement Method: Local Competitive Bidding

Source of Funding: Project is funded by the European Union (EU) under the Project No. GRT/EX-14238-JA. The Inter-American Development Bank (IDB) policy (GN-2349-9) and the Government of Jamaica (GOJ) Handbook of Public Sector Procurement Procedures, 2014 will guide the process.

Compliance Certificates: Jamaican nationals must submit a valid Tax Compliance Certificate (TCC) and a National Contracts Commission Certificate (NCC) with their bid.

The closing date for the submission of proposal is **Tuesday, October 25, 2016 at 1:00 p.m.** (Jamaica Time). Online Bid Opening takes place thereafter on the same day (**on Tuesday, October 25, 2016**) at **1:15 p.m. (Jamaica Time)**. An online bid opening report will be sent to all Bidders that submitted a proposal.

Late submissions will **not** be accepted.

Further information may be obtained from:

**The Procurement Officer
Office of the Cabinet
Public Sector Transformation and Modernisation
Room 219, (Upstairs) 2A Devon Road
Kingston 6, Jamaica, West Indies**

This is an online Tender where tenders will only be accepted via the electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copies) will be accepted and there will be no physical tender box for drop-off of Tender documents. To obtain the Tender documents and to participate in the Tender opportunity, you must first be registered in the portal.

*To register as a Consultant on the e-GP System, Select the link, **Register as a Supplier** from the Home page. System User Manual can also be accessed by selecting the **User Manual** option.*

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Ministry of Industry, Commerce, Agriculture & Fisheries (MICA)

INVITATION TO TENDER

Procuring Entity: Ministry of Industry, Commerce, Agriculture & Fisheries (MICA)

Scope: “Modification and Renovation to Facility Phase 3 ” at the Ministry of Industry, Commerce, Agriculture & Fisheries Plant Quarantine, Export Complex, NMIA, Kingston.

NCC Grade &/or Category: **National Contracts Commission Certificate (NCC) in “Building Construction Grade 2-3”** (Additional requirements are outlined in Criteria for Evaluation)

Procurement Method: Local Competitive Bidding

Collection Date: As of October 10th 2016. (9.00a.m to 3:30 p.m., Mondays-Fridays)

Contact Info: Michelle Lindo, Director of Facilities and Property Management Division

Address of Entity: Hope Gardens, Kingston 6

Telephone No(s). 927-1731-50

Email: facilities@moa.gov.jm

Cost of Tender Document: \$3,000.00

The bid documents are available at a cost of **\$3,000.00** payable to the cashier. Bids must be valid for 90 days after the closing date. Bids must be submitted by 10:00 a.m., October 14 2016.

Ministry of Industry, Commerce, Agriculture & Fisheries (MICA)

INVITATION TO TENDER

Procuring Entity: Ministry of Industry, Commerce, Agriculture & Fisheries (MICA)

Scope: “Building Repair and Electrical Upgrade ” at the Ministry of Industry, Commerce, Agriculture & Fisheries Plumb Point (Veterinary Services Division) Palisadoes, Kingston.

NCC Grade &/or Category: **National Contracts Commission Certificate (NCC) in “Building Construction Grade 2-3”** (Additional requirements are outlined in Criteria for Evaluation)

Procurement Method: Local Competitive Bidding

Collection Date: As of October 10th 2016. (9.00 a.m. to 3:30 p.m. Mondays-Fridays)

Contact Info: Michelle Lindo, Director of Facilities and Property Management Division

Address of Entity: Hope Gardens, Kingston 6

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Ministry of Industry, Commerce, Agriculture & Fisheries (MICA)

INVITATION TO TENDER

Procuring Entity: Ministry of Industry, Commerce, Agriculture & Fisheries (MICA)

Scope: “Renovation to Facility Phase 3 ” at the Ministry of Industry, Commerce, Agriculture & Fisheries, Plant Quarantine, Export Complex, MBIA, St. James

NCC Grade &/or Category: **National Contracts Commission Certificate (NCC) in “Building Construction Grade (3-4) or Building Maintenance (Grade 3)”** (Additional requirements are outlined in Criteria for Evaluation)

Procurement Method: Local Competitive Bidding

Collection Date: As of October 10th 2016. (9.00 a.m. to 3:30 p.m., Mondays-Fridays)

Contact Info: Michelle Lindo, Director of Facilities and Property Management Division

Address of Entity: Hope Gardens, Kingston 6

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NOTICE

PLEASE CHECK THE
MINISTRY’S WEBSITE FOR THE
FULL DOCUMENTS

For Bookings Email:

jisadvertising@gmail.com
procurement@jis.gov.jm